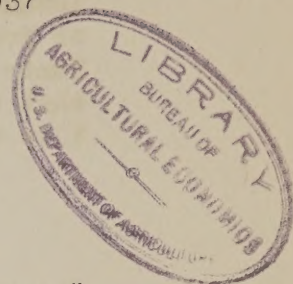


UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Washington, D. C.1,42
N76A
NO. 27
JAN 16 1937

January 13, 1937

MEMORANDUM FOR STATE EXECUTIVE OFFICERS
Northeast Region

We are enclosing herewith Forms PS-24, "Inventory Report", and PS-24A, "Inventory Report, continued", for your use in submitting quarterly inventories of property belonging to the Agricultural Adjustment Administration charged to you or other officials of the Extension Service in your State.

Inventories should be submitted in duplicate on these forms to this office by the State office on the last day of March, June, September and December of each year.

This inventory report should include the quantity and AAA numbers, if assigned, of all items of non-expendable property, such as desks, chairs, filing cabinets, etc., and all items of a semi-expendable nature, such as measuring chains, tapes, brief cases, or any other items upon which there is a personal charge, plus a full description of same. For example:

	<u>AAA Number</u>
4 Cabinets, file, letter-size, 4-drawer	45532-45535, incl.

Machines, fans, or other equipment bearing serial numbers, should be listed by serial numbers. It is not necessary to give the model number of a machine, as the serial number is a sufficient identification. Rental machines should not be included on this report unless it is clearly indicated that such machines are not the property of the Government.

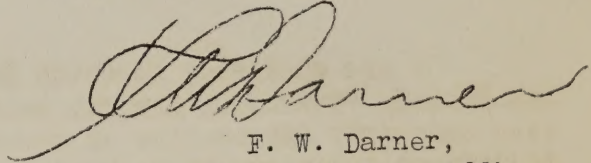
Any property purchased under the State Letter of Authorization should be included in this report.

This list should also include any non-expendable property furnished the county offices through this office.

Property purchased with funds of a Commodity Control Association or an Agricultural Conservation Association should not be included.

If additional Forms P. S. 24 and 24-A are needed for making inventory reports, a supply will be forwarded to you upon receipt of your request. If an inventory has not been submitted for your State for the period ending December 31, 1936, it is requested that such report be prepared as soon as possible and forwarded to this office.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'F. W. Darner', written in a cursive style.

F. W. Darner,
Sr. Administrative Officer,
Northeast Division.

Enclosures.

1.42
776 a

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

RECEIVED
FEB 15 1937
U. S. Department of Agriculture

January 28, 1937

MEMORANDUM FOR STATE EXECUTIVE OFFICERS
Northeast Region

We are proceeding as rapidly as possible with the development and printing of all forms necessary for use in connection with the 1937 program, together with instructions with respect to field procedure and the use of the forms. Practically all of the States in the Northeast Region have already formulated at least tentative plans of their own concerning this procedure. In order to coordinate the various ideas we have received from you and in order that you may know in advance the approximate outline of procedure which will be approved in Washington, we are submitting the following for your consideration. The various steps in this procedure have been numbered in the order in which we believe that they should be carried out in the field.

1. Enrollment Card, Form NER-101. Preparation and mailing of an enrollment card to as wide a list of farmers in each State as possible. The farmers will be asked to fill out the card and return it to the county office. On the card will appear certain preliminary data with respect to the description of the farm, and the return of this card by the farmer will evidence his interest in the program. The names of farmers who return this card could be used as a list of farmers from whom work sheet data will be obtained later.

It is suggested that these cards, when returned, be filed as a card index.

2. Work Sheets, Form NER-102. There is now being printed a supply of these forms to be known as "Work Sheet and Report of Performance". In most States it is intended that this form will be used primarily as an office form inasmuch as several of the States have indicated that they are already preparing or have prepared other forms which they desire to use in connection with obtaining the necessary data for each farm for the computation of the soil-building allowance, together with a statement of the practices which the farmer intends to carry out in 1937. It will be permissible for individual States to use forms prepared in the State for this purpose so long as such forms

provide for all necessary data required by Bulletin No. 101. However, it is requested that the number of unofficial State forms be kept to an absolute minimum. It is suggested that all such State forms be forwarded to us for our examination so that we may determine if all necessary data may be obtained through their use.

The work sheet which we are having printed (Form NER-102) may be used on any farm in the Northeast Region and even though the data is obtained on other local forms, such data should be at a later date transferred to the standard regional form so that all information with respect to farms in the Northeast Region may be obtainable from some form with which everyone will be familiar. If local or State forms are not used it will, of course, be satisfactory to use Form NER-102 in obtaining data from the farm.

At the time of filling out the original field sheets it will be possible in many cases to make an adequate check-up of acreage data for the farm. On farms where this is not done at that time it will be desirable to use the regularly employed personnel in making this check, as soon as there is an opportunity, in order that the farmer may have more accurate knowledge of the allowance for his farm, and that the final checking on compliance may be expedited.

3. Listing Sheet. There is also being prepared for use in county offices a listing sheet similar to last year's Form NER-9. It is necessary that this listing sheet be prepared not only in all diversion areas for the purpose of establishing bases, but in non-diversion areas in order that adjustments to county limits may be made wherever necessary in connection with the acreages of total crop land, vegetables, orchards, and pasture land. This form this year will be as simple as possible so as to reduce clerical work in the county and State offices.

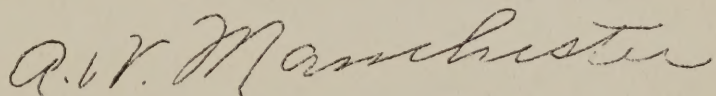
4. Notice of County Committee Approval. After the work sheet data for each farm have been obtained and all necessary adjustments have been made on crop land acreages so that a soil-building allowance may be computed and in diversion areas all necessary bases established, it is planned to mail to the farmer a notice from his county committee that the practices he intends to carry out have been approved as practical for his farm in accordance with the bulletin and indicating approximately the payment he may expect if he carries them out. Also, this notice would contain a statement with respect to his soil-building allowance. In diversion areas this notice would contain an additional statement with respect to the bases established for the farm.

5. Report of Performance. Form NER-102. The report of performance this year has been combined on the same form with the work sheet data and it is believed that this procedure will greatly simplify field procedure. It is planned to begin the checking of performance as early in the summer as possible on all farms which have indicated they will have completed practices by that time.

6. Applications for Payment. As rapidly as reports of performance are obtained, the preparation of the application for payment may be instituted in the county or State offices. The application form this year will be similar to the one for last year but changed sufficiently to conform to this year's program.

7. Summary Sheet. It is planned to use again this year a summary sheet similar to Form NER-14 under the 1936 program. This sheet will be for statistical purposes and will be a summary of the data appearing on the reports of performance. It is believed desirable to obtain these statistics in order that we may know from year to year just what progress is being made. We will endeavor to limit the information on this form only to necessary information.

It has been administratively determined this year that Bulletin No. 101 will not be printed and made available for general distribution to all farmers in the form signed by the Secretary. The publication, however, which will be printed for distribution to farmers will contain all applicable provisions of Bulletin No. 101, some of them, however, revised so that they appear in language which will be readily understandable by the average farmer. This bulletin for farmers should also contain the necessary supplementary instructions with respect to soil-building practices which will be necessary in most of the States. Many of you have either completed or are now working upon the preparation of these supplementary instructions concerning practices. It is requested that you submit to us just as rapidly as possible your recommendations concerning these supplementary instructions so that they may be included in this bulletin for distribution to farmers.



A. W. Manchester,
Director, Northeast Division.

